



MARIN EMERGENCY RADIO AUTHORITY
 c/o Town of Corte Madera
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Governing Board
Minutes of July 26, 2023 Regular Meeting

Call to Order and Introductions

The teleconferenced regular meeting was called to order by President Pearce on July 26, 2023, at 3:38 p.m. Lorena Barrera called roll.

Governing Board Members

Agency	Representative	Present	Absent	Late Arrival
Town of Corte Madera	Adam Wolf		X	
Town of Fairfax	Rico Tabaranza	X		
City of Larkspur	Dan Schwarz		X	
City of Mill Valley	Rick Navarro	X		
City of Novato	Susan Wernick		X	
Town of Ross	Tom Gaffney	X		
City of San Rafael	David Spiller	X		
County of Marin	Dan Eilerman	X		
City of Sausalito	Stacy Gregory	X		
Bolinas Fire Protection District	George Krakauer		X	
Inverness Public Utility District	Jim Fox		X	
Kentfield Fire Protection District	Mark Pomi & Ron Naso (Alternate)	X		
Marin Water District	Don Wick (Alternate)		X	
Novato Fire Protection District	L. J. Silverman	X		
Southern Marin Fire Protection District	Cathryn Hilliard	X		
Stinson Beach Fire Protection District	Jessi Peri	X		
Tiburon Fire Protection District	Richard Pearce	X		
Central Marin Police Authority	Michael Norton		X	
Town of San Anselmo	Steve Burdo		X	
City of Belvedere	Jason Wu	X		
Town of Tiburon	Michelle Jean		X	
Marin Community College District	Greg Nelson		X	
Marin Transit	Mohamed Osma (Alternate)	X		
Marinwood Community Services District	Eric Dreikosen	X		
Ross Valley Fire Department	Tim Grasser		X	

Staff Present: MERA Executive Officer (Virtual) Heather Plamondon
 MERA General Counsel (Virtual) Trisha Ortiz
 MERA Deputy Executive Officer (Virtual) Dave Jeffries
 MERA Operations Officer Todd Williams
 Administrative Assistant (Virtual) Maura Griffin
 Recording Secretary Lorena Barrera

Guests Present: Federal Engineering David Mortimer

A. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a Member of the Governing Board or the public requests that a separate action be taken on a specific item.

1. Approve Minutes from June 28, 2023 Governing Board Regular Meeting

Correction on attendance item A1.

Typo correction on item B3 second bullet point.

2. Receive June Budget Update (Operating, Project, Consolidated Balances)
3. Receive Fitch Press Release re MERA Rating

MOTION: M/S/C (Dreikosen/Hilliard) to approve Consent Calendar items 1-3 as amended **Roll call vote** Ayes: All, Noes: None, Abstain: None

B. Executive Officer's Report

1. Receive Report #112 on the Next Gen System (Jeffries – Report)

Dave Jeffries gave his report to the board as included in the meeting packet. Notes that the Project Schedule is still work-in-progress. Gave updates on the status of completed and ongoing bid packages, giving detailed updates regarding progress/delays on supply and construction on the bid package #3 sites of Skyview, Mill Valley, Wolfback Ridge, and Tomales, as well as the bid package #4 sites of Coyote Peak, OTA/Mt. Burdell, Muir Beach, and Mt. Tamalpies. Gave a brief update on upcoming use of system keys, as well as upcoming testing for connectivity issues, and the discussions on getting Nokia to do a mass install of microwaves across all sites. Reminded the board to refer any media inquiries to him to help resolve. Answered a question regarding schedule, noting that the goal is still to move users to the new system in the Fall of 2024.

2. Review and Approve Amendment #4 to Agreement with Town of Corte Madera for Administrative and Finance Support (Plamondon – Action)

Heather Plamondon reviewed Item B2 with the board, noting that it is a small amendment to continue extending the services MERA receives from the Town of Corte Madera for administrative and finance support.

MOTION: M/S/C (Pomi/Silverman) to Item B2 Amendment #4 to Agreement with Town of Corte Madera for Administrative and Finance Support **Roll call vote** Ayes: All, Noes: None, Abstain: None

3. Approve a Resolution to Join the California Special District Association (CSDA) and Approve the Agreement for Insurance Coverage with Special District Risk Management Association (SDRMA), Authorize Executive Officer to execute such documents as deemed necessary, and appropriate the necessary funds for the insurance premium.

Item B3 was removed from the Agenda

4. Receive MERA Finance Committee Update (Plamondon/Eilerman-Discussion)

Heather Plamondon gave a verbal update on the meetings of the Finance Committee, noting that the last meeting did not produce any action items for the Governing Board. The Finance Committee reviewed the end of year reports included in the Governing Board meeting packet, as well as discussed options for acquiring financing/financial advising.

5. MERA By Laws Review and Update: Planned (Plamondon-Discussion)

Heather Plamondon explains that she will be reaching out to the Executive Board to start working on a review of the By Laws, noting that it has not been done for a significant time and it would be good practice to update them.

C. Operations Reports (Williams)

1. Receive MERA System Operations Update – June (Williams – Discussion)

Todd Williams gave his report on the Operations of the MERA system for the month of June, noting that the system is performing well. Notes a some part replacements, no significant issues.

D. Open Time for Items Not on Agenda - none

Richard Pearce notes that the Board will take a recess during August, so no meeting. Heather Plamondon notes that if the insurance information she is in the process of acquiring is produced in time, that might merit a special meeting to review promptly.

E. Adjournment

The meeting was adjourned at 3:59 PM

Recording can be accessed on the Agendas and Minutes Page at: <http://www.meraonline.org>

Respectfully submitted by:

Heather Plamondon
MERA Executive Officer